

Section IV

Explanatory Statement

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A. SPECIAL FACTORS

The highly classified nature of the written and graphic material produced in this Agency makes it essential to reproduce, duplicate and print a large volume of this material within the Agency. The bulk of this work is performed by and the majority of the reproduction equipment is located in a central reproduction and printing facility.

B. MANAGEMENT CONTROLS

It is the established policy of this Agency to perform all operations requiring the use of electrical business machines and electrical typewriters in machine pools. The use of electrical business machines and typewriters outside of a pool must be justified in writing and approved by the head of the Office in which they are to be installed.

Machine utilization figures are maintained in the machine pools and the utilization figures and procedures are reviewed by the Organization and Methods Service.

C. AGENCY EVALUATION

The use of electrical typewriters and other electrical business machines in this Agency is encouraged wherever it can be proven that the use of such equipment will reduce clerical costs, increase efficiency and expedite desired results.

Continuous study of new machines and machine methods is conducted to determine if there are better and more efficient means of performing the operations of the Agency.

D. DISCUSSION OF POSSIBILITIES FOR ECONOMY THROUGH CONSOLIDATION OF INSTALLATIONS

Qualified personnel are assigned to the continuing study toward effecting the consolidation of electrical business machine installations to obtain maximum economy and efficiency including utilization of personnel.